



MINNESOTA BOARD OF PHYSICAL THERAPY

University Park Plaza, 2829 University Avenue SE, Suite 420, Minneapolis, MN 55414-3245

Telephone 612-627-5406 Fax 612-627-5403

MN Relay Service for Hearing Impaired 800-627-3529

APPLICATION FOR PHYSICAL THERAPY CONTINUING EDUCATION COURSE APPROVAL

Please submit a completed application and non-refundable fee of \$100.00 to the address above. The ***The Board must receive application and fee before the course date.*** Applications not received prior to the course date will not be approved. Please contact the Board office at (612) 627-5406 with any questions. Enclosed with this application are the continuing education course approval requirements.

NAME OF ORGANIZATION: _____

COURSE ADMINISTRATOR/CONTACT: _____

STREET: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT PHONE NUMBER(S): _____ ext # _____

COURSE NAME: _____

COURSE DATE(S): _____

NUMBER OF CONTINUING EDUCATION HOURS REQUESTING: _____

*Attach a copy of the program brochure that includes detailed course content. **This must include the time frame and the date(s) the course is offered.**

COURSE LOCATION: _____

FACILITY NAME: _____

STREET: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE OF REQUESTING PARTY: _____ DATE: _____

*Any course planned, sponsored, or cosponsored by an accredited university or college, medical school, state or national medical or osteopathic association, or a national medical specialty society, the American Physical Therapy Association or other national or state physical therapy association, the Arthritis Foundation, American Heart Association, or other national or state health organization shall be presumed to meet the above standards and need not submit an application.

FOR BOARD USE ONLY

Check # _____

Amount \$ _____

SC 641910 Deposit # _____

Initials, Date, & Hrs Approved _____

Approval # _____

This applies to individuals and organizations seeking category one approval for continuing education courses for physical therapists licensed in Minnesota. **Requests for course review received after the course date will not be approved. All fees are non-refundable.**

A complete application file consists of the following items:

- Completed application form;
- \$100.00 fee for each course;
- Detailed course content and program brochure;
- A time schedule, i.e. start time, breaks, labs, etc.;
- A list of speakers and their credentials (academic and/or clinical qualifications to teach the content);
- In addition to the above, **home study and internet based** course applications must also include all course materials including; study guides, post test, and instructional materials and reference lists.
- Home study and internet based courses will be reviewed by the Continuing Education Committee on the following dates: January 14, March 10, May 12, August 04, September 22 and November 17, 2016 (submit at least 21 days before the review date).

Please submit the complete file to our office at least **21 days** before the start of the classroom course to allow sufficient time to complete the continuing education review process.

Course approval, for up to one year, may be requested only if the course remains the same, with the same presenter(s) for the exact same number of contact hours. Any changes to the course will require a new application (with fee).

Please note the Board, may at its discretion, deny category one approval for any course not in compliance with MN Rule 5601.2500, or if the completed application file is not submitted in a timely manner. Please direct any questions to our office.

A portion of the continuing education rule is listed below. To review the complete continuing education rules, please refer to MN Rules 5601.2100 – 5601.2700:

www.revisor.leg.state.mn.us/arule/5601 (or link in this web site)

MN RULE – 5601.2500 CREDIT STANDARDS

- A. The educational activities must have significant intellectual or practical content dealing primarily with matters directly related to the practice of physical therapy or to the professional responsibility or ethical obligations of the participants.
- B. Each person making a presentation shall be qualified by practical or academic experience to teach the subject the person covers.
- C. Participants shall attend educational activities in a classroom or other setting suitable for the activity. Video, motion picture, or sound presentations may be used.
- D. One hour of credit shall be given for each 60 minutes actually spent on educational activities.
- E. Credit shall not be given for entertainment or recreational activities or programs, employment orientation sessions, holding an office or serving as an organizational delegate, individual self-directed study programs, management seminars not directly concerning physical therapy operations, meetings for the purpose of making policy, or noneducational association meetings.